

SNOW HILL HISTORIC DISTRICT COMMISSION

P.O. Box 348, 103 Bank Street Snow Hill, MD 21863, 410-632-2080

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Property Address
Applicant
Address
Phone No.
Relationship to owner:
Property Owner
Address
Phone No.
Contractor/Architect/Designer
Address
Phone No.
Type of Work: () Rehabilitation/Renovation
() New Construction/New Addition () Sign
() Fencing/Landscaping (includes walks) () Other
All applications must include the following information:
1. Are there any easements or deed restrictions pertaining to this building? Yes ()
No (). If yes, submit a letter from the easement holder stating their approval of the proposed work.
2. Completed building permit application.
3. Written description of the project. Provide detailed description of materials,
manufacturers specifications, sizes, shapes and textures. Drawings and/or sketch
of proposed improvement, e.g. a fence detail, a porch renovation detail, etc.
4. Are State or Federal tax credits being sought for the project? Yes () No ()
If yes, have you met with the Maryland Historical Trust staff?
* HDC approval does not guarantee approval for tax credits.
The HDC reserves the right to request additional reasonable information or design
drawings that further clarify proposals. (over)

Description of work proposed. Please be specific and attach an additional sheet if necessary.

- 1. If signs are proposed, indicate material, method of attachment, material, position on building and size.
- 2. Significant proposals should include architectural plans, elevations, details and specifications.
- 3. Site plans should indicate location of alterations or additions, other site improvements and landscaping changes.
- 4. Photographs of existing structures, signs, facades, trim details or site conditions to clearly indicate areas of proposed renovation. Be advised that the Maryland Historical Trust does not accept polaroids.

Historical Trust does not accept polaroids. (The applicant and/or his/her representative need not be present at the hearing at which his/her application will be considered. Please be advised, however, that if the Commission members have questions or require additional information and applicant is not present, they may reserve right to postpone action on the application.)
Estimated cost of improvement: \$
Owner/Applicant/ Authorized Agent Signature
Office Use Only Fax Map Block Parcel COA #
Meeting Date Action Taken